



# APPROVAL FOR CONSTRUCTION

## Approval for Acceptance of Tender

This form relates to the proposed construction or major renovation of property held by the Uniting Church in Australia Property Trust (Q). The approval process for proposed constructions consists of two stages:

1. Approval to Develop Working Drawings and Go to Tender
2. Acceptance of Tender

This form relates to the second stage. Property and Assets Officer, Strategic resources and Assurance, are available to provide assistance as the Responsible Bodies consider both the acceptance of tender process and when this form is being completed. Early consultation with Strategic Resources and Assurance and Presbytery ensures that the project progresses in the right direction from the beginning. Property Resources can be contacted on 3377 9777 or e-mail [property@ucaqld.com.au](mailto:property@ucaqld.com.au).

Together with consulting the Department, please read the notes below before completing the attached application form.

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1. All sections of the application form relevant to your organisation must be completed. **Incomplete** application forms cannot be approved.
  2. The attached application is in four sections as follows:
    - a. Section A: Purpose and Background
    - b. Section B: The Proposal
    - c. Section D: Approvals Required
  3. Applications for Construction and Major Renovation must be approved by the Finance, Investment and Property Board. The FIP Board meets on the fourth Friday of each month. For consideration, completed forms must be received 10 days to the meeting date. Projects with a construction cost greater than \$50,000 need to be approved by the FIP Board.
  4. **All** contracts must be signed by the Uniting Church in Australia Property Trust (Q). This is the only legal entity of the Church in Queensland and no-one else has the authority to sign a legally binding document on behalf of the church except the Property Officer.



### Section A: Background

#### 1. APPLICANT

Responsible Body	
Contact Person	
Phone (Business Hours)	
E-mail Address	
Postal Address	
	Postcode

#### 2. Previous Approval

*Please state the date that the FIP Board gave approval for the Congregation to develop working drawings and go to tender*

### Section B: The Proposal

#### 1. The Property

Street Address of Property	
	Postcode

#### 2. Project Accountabilities

Name of Project Committee Chair	
If the person in this role has changed since the previous approval, please indicate the demonstrated construction project, cost management skills and competencies that he or she possesses to ensure the project is delivered successfully.	
Names of the other members of the Project Committee	
If the people in these have changed since the previous approval, please indicate the demonstrated construction project, cost management skills and competencies that he or she possesses to ensure the project is delivered successfully.	



3. Project Manager		
Who will manage the contract administration for the Project?		
What prior experience does this consultant have which is relevant to the project?		
4. The Design		
If there have been changes to the scope of the project, please state what they are and why they have occurred.		
5. Tenders Received		
Tender Name	Tender Price	Tender Revision
	\$	\$
	\$	\$
	\$	\$
6. Preferred Contractor		
Please justify preference based on the following:		
Price		
Financial Stability		
Delivery of Project		
Experience with similar projects		
Performance record in terms of standard of work and meeting project delivery dates		
Current list of projects		



7. PROJECT COST FORECAST		
Construction Cost	\$	
Professional Fees	\$	
Council Costs	\$	
Earthworks/landscaping (if not included above)	\$	
Estimate Furniture/fitout (if not included above)	\$	
Contingency (5%)	\$	
Other	\$	
Total Anticipated Costs	\$	
Name of Quantity Surveyor		
Note: forecast project cost needs to be determined by a quantity surveyor		
8. Source of Funds		
Source	Amount	Approved
Cash at Hand	\$	n/a
Mission Development Fund	\$	n/a
Government Grant	\$	Yes
UCIS Loan	\$	Yes
Other (please specify below)	\$	Yes
Total	\$	
9. REGULATORY		
Please provide a summary of what has occurred to ensure that all Council development approvals are in place.		



<b>Section C: Approvals</b>		
<b>1. CHURCH COUNCIL</b> (please attach copy of relevant minute)		
Certified copy of resolution:	We hereby certify that at a meeting of duly convened in accordance with Assembly Regulations 4.4.1 (e), 4.6.1 and 4.6.3 held on the     /     /     the following resolutions were duly passed	
Dated	/       / (Day   Month Year)	
Signatories	Chairperson (name)	Secretary (name)
	Chairperson (Signature)	Secretary (Signature)
<b>2. PRESBYTERY</b> (please attach copy of relevant minute)		
Certified copy of resolution:	We hereby certify that at a meeting of duly convened in accordance with Assembly Regulations 4.6.1 and 4.6.3 held on the ___/___/___ the following resolutions were duly passed	
Dated	/       / (Day   Month Year)	
Signatories	Chairperson (name)	Secretary (name)
	Chairperson (Signature)	Secretary (Signature)